

S E C R E T  
Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120019-4

PREPARE IN DUPLICATE

OL/SD

25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)

Objectives and Accomplishments

2. TYPE  
OF  
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-annually

6. DISTRIBUTION (No. of components not number of copies) 1

7. FORMAT (memorandum, form computer print-out, etc)  
Memo

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Director of Logistics

10. PREPARING COMPONENT (include lowest level contributing information to report)

☐ Branches

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

2

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-6	3.97		1/2		1.98		2		3.96
GS-15	12.10		2		24.20		2		48.40
GS-16	14.04		2		28.08		2		56.16

### B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$108.52

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report required to inform management of the major items of interest accomplished within a 6-month period and to provide information of significant objectives for the next six months.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

28 September 1970

17.

INFORMATION

18. EXTENSION

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120019-4